# **Terms and Conditions**

### ACCOMMODATION:

SmartEnCity Sonderborg is pleased to offer hotels in Sonderborg to make your conference experience hassle free. These special rates are available only to the delegates registered for SmartENCity Conference Week 2017. You may book your accommodation online at the time of registration. As limited rooms are available on these rates, we urge you to book sooner to avoid disappointment.

Special requests or questions regarding accommodation may please be made on email to <u>konference@gosonderborg.dk</u>

#### THE RATES INCLUDE:

- 1. Accommodation per night in the room type specified
- 2. Breakfast Buffet
- 3. Complimentary Wi-Fi
- 4. Shuttlebus between accommodation and venue, going from the hotels to Alsion in the morning and back in the evening

## THE RATES EXCLUDE:

- 1. Arrival and / or departure transfers.
- 2. Expenses of personal nature like laundry, room service, any meals (except breakfast buffet), bar, telephone etc.
- 3. Anything not specifically mentioned as included above.
- 4. All applicable taxes.

## TERMS & CONDITIONS:

- 1. Limited number of rooms have been blocked at each hotel on these special tariffs are available on first-come-first served basis.
- 2. Complete Payment for the room reservation to be paid in advance at the time of booking the accommodation.
- 3. Standard check-in time is 1500 hours and check-out time is 1100 hrs.
- 4. Early check-in or late check-out shall be subject to concerned hotel's policy in this matter. The policy may be different from hotel to hotel.
- 5. Neither the organizers of SmartENCity Conference Week 2017 nor Sønderborg Konference & Event Service are responsible for quality of accommodation & other services provided by the respective hotels. Disputes, if any with the hotels must be settled directly.

CANCELLATION POLICY	
Cancellations received before 15th Sep, 2017	10 percent cancellation charges
Cancellations received before 22nd Sep, 2017	50 percent cancellation charges
Cancellations received before 29th Sep, 2017	75 percent cancellation charges
Cancellations received after 30st Sep, 2017	100 percent cancellation charges